

Student Permanent Record - Act #355

The following information shall be maintained in a student's permanent record during the student's enrollment in the district in the state:

Student's - Birth Certificate Number, Social Security No.,
Name, Address and Telephone Number

Parent's - Name
Address and Telephone Number if different
Occupation, Workplace and Telephone Number at work

Legal Guardian's - Name, Address and Telephone Number if applicable

Siblings' names

Emergency Contact Person and Telephone Number

Health Record - Record of Immunization
Indication of disability or chronic illness
Allergies
Regularly Prescribed Medication
Hospital and Doctor Preference
A copy of any written accident report for accidents occurring at school.

Longitudinal Record of Standardized Test Scores

Permanent Record of Grades

Academic Skills Development Plan for students in grades 3, 6 and 8 who fail to achieve mastery on the basic competency tests

Enrollment Information

Entry Date
Exit Date
Reason for leaving
If transfer - indicate location
If graduation - indicate date
If dropout - indicate reason and age of student

An interview to obtain exit information shall be conducted by a counselor when any student transfers or drops out.

Attendance Record

Listing of Extra Curricular Activities

Comments shall be objective statements which can be validated with documentation.